



## Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

<b>Opening Date:</b>	April 2, 2015	<b>Closing Date:</b>	April 16, 2015
<b>Job Title:</b>	Records and Reproduction Clerk	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	059207	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Baltimore County Towson, Maryland	<b>Grade/Salary Range:</b>	J05 \$28,973 - \$34,289 (Depending on qualifications)
<b>Financial Disclosure:</b>	No		

**Essential Functions:** Responds to copy requests from attorneys and the public received in person or by mail. Provides copies of documents from Civil/ Family Law and Criminal cases, and copies tax liens from the computer and record books. Assists the public, attorneys and others by providing information about records and the procedures of the Clerk's office both at the counter and by telephone. Performs cashier duties: Collects payments, operates computerized cash register, and balances and reconciles drawer each day. Pulls case files daily as needed for court docket. Scans documents and reviews for accuracy. Assists in maintaining the main file room and basement file room. Performs all other duties as assigned.

**Education:** High School Diploma or GED.

**Experience:** Minimum of six months of related work experience.

**Skills/Abilities:** Knowledge of general office practices and procedures; Knowledge of basic arithmetic and ability to make change; Ability to use a color coded filing system, and file in alphabetical and/or numeric order; Knowledge of basic typing skills; Ability to follow general filing procedures and comply with filing standards; Ability to receive information verbally and in writing, and relay information to others correctly; Ability to communicate in an effective, patient, and tactful manner with judges, co-workers, the public and others; Ability to operate general office equipment, e.g. copier, fax, microfilm, scanner; Ability to operate a computerized cash register; Ability to lift or exert force on documents, items, carts, etc. weighing up to 60 lbs.; Applicants will be required to demonstrate their ability in typing and data entry, as well as verbal reasoning by successfully completing skills testing. Ability to perform all essential functions of this position.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position** (unsigned applications will not be accepted).

The candidate selected for this position will be subject to a background check. Materials must be received at the address below by 4:30pm. The Human Resources Department does not accept faxes will not be responsible for applications/resumes sent to any other address.

Circuit Court for Baltimore County  
County Courts Building  
401 Bosley Avenue  
Towson, MD 21204  
ATTN: Hon. Julie Ensor, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Employees must be United States citizens or eligible to work in the United States.

